



All Employee Annual Transportation Survey

Overview

Each **September** all employees must complete a brief transportation survey. The results of the survey are used to evaluate changes in commuting patterns from year to year. You will receive an e-mail with the link to the on-line survey. You may also print and distribute a hardcopy version if needed.

The survey process is also an opportunity for employees to request information about the County of Orange Commuter Assistance Program. Employees may also renew or enroll to receive incentives for ridesharing, ask for assistance finding a carpool match or information about alternatives to driving alone to work.

Basic instructions:

- All County of Orange employees must complete either the on-line survey or the print version of the survey.
- The survey should be completed based on the home-to-work commute for each day during the survey week.
- Indicate the commute code (drove alone, walked, vacation, etc.) for each day during the survey week.
- If on a flex schedule, and were off during the survey week, please indicate what days not worked.
- Survey is to be completed even if on vacation, sick or out for other reasons during the survey week.
- Supervisors may complete surveys for employees who are on vacation, sick, on jury duty or out, AND are still not available to complete the survey by the due date.

Definitions:

Flex Schedule or Compressed Work Week applies to employees who as an alternative to completing basic work requirements in five eight-hour workday in one week, or 10 eight-hour workdays in two weeks, are scheduled in a manner which reduces vehicle trips to the worksite. For example, 36 hours in three days (3/36), 40 hours in four days (4/40), or 80 hours in nine days (9/80). The days off are commonly known as flex schedule days off.

Agencies / Abbreviations:

ASSESSOR		INTEGRATED WASTE MANAGEMENT	IWMD
AUDITOR-CONTROLLER	AC	INTERNAL AUDIT DIVISION	
BOARD OF SUPERVISORS	BOS	JOHN WAYNE AIRPORT	JWA
CHILD SUPPORT SERVICES	CSS	ORANGE COUNTY PUBLIC LIBRARY	OCPL
CLERK OF THE BOARD	COB	PUBLIC GARDIAN/PUBLIC ADMINISTRATOR	PG/PA
COUNTY CLERK/RECORDER		PROBATION	
COUNTY COUNSEL	COCO	PUBLIC DEFENDER	
COUNTY EXECUTIVE OFFICE	CEO	REGISTRAR OF VOTERS	ROV
DISTRICT ATTORNEY	DA	RESOURCES & DEV. MGMT DEPT	RDMD
EMPLOYEES RETIREMENT	OCERS	SHERIFF-CORONER	OCSD
HEALTH CARE AGENCY	HCA	SOCIAL SERVICES AGENCY	SSA
HOUSING AND COMMUNITY SERVICES	HSC	SUPERIOR COURT	
HUMAN RESOURCES DEPARTMENT	HRD	TREASURER-TAX COLLECTOR	